

Our Vision is to produce outstanding teachers who will ensure their students, whatever their starting point, thrive in all aspects of education. Our trainee teachers will value developing the whole person equally to the achievement of academic success.

Data Protection

Adopted: July 2015

Review Date: July 2017

Reviewers: RDv/SKn

Introduction

North Wiltshire SCITT needs to keep certain information about its trainees to allow it to monitor performance, achievements, and health and safety, for example. It is also necessary to process information so that staff can be recruited, courses organised and legal obligations to funding bodies and government complied with. To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. To do this, North Wiltshire SCITT must comply with the Data Protection Principles which are set out in the Data Protection Act 1998 (the 1998 Act).

In summary these state that personal data shall:

- Be obtained and processed fairly and lawfully and shall not be processed unless certain conditions are met.
- Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose.
- Be adequate, relevant and not excessive for those purposes.
- Be accurate and kept up to date.
- Not be kept longer than is necessary for that purpose.
- Be processed in accordance with the data subject's rights.
- Be kept safe from unauthorised access, accidental loss or destruction.
- Not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data.

North Wiltshire SCITT and all staff who process or use any personal information must ensure that they follow these principles at all times. In order to ensure that this happens, North Wiltshire SCITT has developed the Data Protection Policy.

Notification of Data Held and Processed

All staff and trainees are entitled to:

- Know what information North Wiltshire SCITT holds and processes about them and why.
- Know how to gain access to it.
- Know how to keep it up to date.
- Know what North Wiltshire SCITT are doing to comply with its obligations under the 1998 Act.

Data security

North Wiltshire SCITT is responsible for ensuring that:

- Any personal data which they hold is kept securely.
- Personal information is not disclosed either orally or in writing or accidentally or otherwise to any unauthorised third party.

Personal information should be:

- kept in a locked filing cabinet; or

- in a locked drawer; or
- if it is computerised, be password protected; or
- kept only on disk which is itself kept securely.

Student Obligations

Students must ensure that all personal data provided to North Wiltshire SCITT is accurate and up to date. They must ensure that changes of address, etc are notified to the administrator.

Rights to Access Information

Staff and trainees have the right to access any personal data that is being kept about them either on computer or in certain files.

North Wiltshire SCITT aim to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within 21 days unless there is good reason for delay. In such cases, the reason for delay will be explained in writing to the person making the request.

Subject Consent

In many cases, North Wiltshire SCITT can only process personal data with the consent of the individual. In some cases, if the data is sensitive, express consent must be obtained. Agreement to North Wiltshire SCITT processing some specific classes of personal data is a condition of acceptance of a trainee onto the course, and a condition of employment for staff. This includes information about previous criminal convictions.

North Wiltshire SCITT will also ask for information about particular health needs, such as allergies to particular forms of medication, or any conditions such as asthma or diabetes.

North Wiltshire SCITT will only use the information in the protection of the health and safety of the individual.

Processing Sensitive Information

Sometimes it is necessary to process information about a person's health, criminal convictions, race, gender and family details. This may be to ensure the North Wiltshire SCITT and partnership schools are a safe place for everyone. Because this information is considered sensitive, and it is recognised that the processing of it may cause particular concern or distress to individuals, staff and trainees will be asked to give consent for the SCITT to do this. Offers of course places may be withdrawn if an individual refuses to consent to this, without good reason.

Retention of Data

North Wiltshire SCITT will keep some forms of information for longer than others. Because of storage problems, information about students cannot be kept indefinitely, unless there are specific requests to do so. In general, information about students will be kept for a maximum of **five years** after they leave the course. This will include

- name and address
- academic achievements
- copies of any reference written

All other information, including any information about health, race or disciplinary matters will be destroyed within **seven years** of the course ending.

Conclusion

Compliance with the 1998 Act is the responsibility of all members of North Wiltshire SCITT. Any deliberate breach of the data protection policy may lead to disciplinary action being taken, or even a criminal prosecution.